

**Request for Resume (RFR)
CATS II Master Contract**

All Master Contract Provisions Apply

| Section 1 –General Information | | | |
|---|---|-----------------------------------|------------|
| RFR Number: (Reference BPO Number) | E00B3400053 | | |
| Functional Area (Enter One Only) | FA2 – Service Type: Web and Internet Services | | |
| Labor Category/s | | | |
| A single support staff or support groups of up to five members may be engaged for up to six months without renewal options. A single award for a Major IT Development Project Manager may have tenure of one base year with up to two optional years, or through the end of the project within the Master Contract term. An RFR is limited to only labor categories defined in the CATS II RFP. | | | |
| Labor Category #17. Advanced Technology Application Developer- One Position | | | |
| Anticipated start date | March 4, 2013 | | |
| Duration of assignment | Up to six months | | |
| Designated Small Business Reserve?(SBR): (Enter "Yes" or "No") | No | | |
| MBE goal, if applicable | 0% | | |
| Issue Date: | 02/01/2013 | Due Date: | 02/21/2013 |
| | | Time (EST): 00:00 am/pm | 3:00 PM |
| Place of Performance: | Comptroller of Maryland, Annapolis Data Center 108 Carroll Street, Annapolis, MD 21401 | | |
| Special Instructions: (e.g. interview information, attachments, etc.) | Must be able to interview in person. | | |
| Security Requirements (if applicable): | <p>Selected personnel must successfully undergo a comprehensive background investigation including a review of criminal, MVA and tax records; and a determination of legal authorization to work in the United States or under the United States Immigration Reform and Control Act of 1986.</p> <p>The selected candidate must sign a Non-Disclosure Confidentiality Agreement and security and system access forms stating that Criminal Law Article Title 7, Section 302, Title 8 Section 606 of the Annotated Code of Maryland, Statewide IT Security Standards and other laws as applicable shall be observed.</p> | | |
| Invoicing Instructions: | <p>Invoices shall be submitted once each month on or before the fifteenth day of the month for the work performed the previous month.</p> <p>The invoice shall identify the Comptroller of Maryland as the Requesting Agency, associated State purchase order number, date of invoice, period of performance covered by the invoice,</p> | | |

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| | | | |
|--|---|---------------------------------|--------------|
| | <p>and a Contractor point of contact with telephone number.</p> <p>The Contractor shall submit for payment the original of each invoice with copies of timesheets (signed by the Agency POC) for the previous month's time period to the Comptroller of Maryland at the following address:</p> <p style="text-align: center;">Information Technology Division P. O. Box 2367 Annapolis, MD 21404 - 2367 Attn: Fiscal Services</p> | | |
| Section 2 – Agency Point of Contact (POC) Information | | | |
| Agency / Division Name: | Comptroller of Maryland (COM) / Information Technology Division (ITD) | | |
| Agency POC Name: | Lavinia Lee, Procurement Officer | Agency POC Phone Number: | 410-260-7635 |
| Agency POC Email Address: | RFRweb@comp.state.md.us Attn: Lavinia Lee | Agency POC Fax: | 410-974-2762 |
| Agency POC Mailing Address: | P. O. Box 2367, Annapolis, MD 21401-2367 | | |
| Section 3 – Scope of Work | | | |
| Background | | | |
| <p>The Comptroller of Maryland is seeking a qualified advanced technology application developer who will be responsible for developing new and enhancing existing web applications and client server applications for the Comptroller's Internet and Intranet websites using .NET, C#/VBScript, ASP, XML, XSLT and SQL Server. The developer will be responsible for development following the State's system development life cycle methodology. The selected candidate will work on-site at the Annapolis Data Center at the address noted above.</p> <p>More information on the responsibility of the Comptroller's office and examples of existing web applications may be found on the agency's website: www.marylandtaxes.com</p> | | | |
| Job Description/s | | | |
| Labor Category/s (From Section 1 Above) | Duties / Responsibilities | | |
| 1. Advanced Technology Application Developer | <ul style="list-style-type: none"> • Consults with systems users to plan, develop, evaluate and revise applications systems. • Collects and analyzes data concerning manual processes or existing systems to determine the purpose of the system, work methods used, cause and effect of problems and improvements needed. • Prepares conceptual designs of proposed new or revised applications systems. • Prepares technical applications systems designs and project specifications detailing input, processes, output and controls using narrative reports and systems design tools such as class diagrams, | | |

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| | <p>sequence diagrams and logical/physical data models.</p> <ul style="list-style-type: none"> • Codes programs using .NET, SQL and other web-based programming languages and compiles programs. • Develops and executes test plan for newly created or modified web applications and/or SSIS packages. • Uses specialty software to perform utility routines including debugging, editing and sorting functions. • Develops and assembles systems documentation to include functional design, technical design, maintenance manual and user guides. • Performs emergency maintenance on applications systems and programs as required. |
|---|--|
| Minimum Qualifications | |
| <p>For minimum qualifications, see the labor category description in the CATS II RFP for the subject RFR labor category. In addition, qualified candidates <u>must</u> meet the minimum qualifications specified below.</p> | |
| Labor Category/s (From Section 1 Above) | Minimum Experience/Knowledge/Skill |
| 1. Advanced Technology Application Developer | <ul style="list-style-type: none"> • Must meet all of the education qualifications, and general and specialized experience of labor category 17. • At least two (2) years recent experience designing and developing web applications using Microsoft's .NET Framework 2.0/3.5/4.0. • At least one (1) year recent experience with SQL/relational database, including experience, preferably Microsoft SQL Server 2005/2008, including experience with stored procedures and SQL Server Integration Services (SSIS)/Data Transmission Services (DTS). • At least one (1) year recent experience with analytical, testing, problem solving, and technical troubleshooting in a production environment. • At least six (6) months experience with the State's SDLC or a similar full project development life cycle methodology. • At least one (1) year experience with web development technologies, such as, ASP.NET JavaScript, C#/VBScript, Web Services WCF, XML, and XSLT. • Five (5) or more years experience designing and developing web applications using Microsoft .NET and a SQL/relational database are preferred. |

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Section 4 - Required Submissions

NOTE:

Master Contractors may propose only one candidate for each position requested. Master Contractors electing not to propose in response to the RFR must submit a "Master Contractor Feedback Form" via the "Master Contractor Login" on the CATS II web site. Master Contractors proposing in response to the RFR must submit the following documents below as separate files contained in two separate emails as follows:

Email 1 with "Technical: RFR Number, Master Contractor Name, & Candidate Name" in the subject line

Resume described in the RFR (Attachment 1)
Unofficial copy of candidate's college transcript(s).

Email 2 with "Financial: RFR Number, Master Contractor Name, & Candidate Name" in the subject line

Price Proposal (Attachment 2)
Conflict of Interest Affidavit (Attachment G in the CATS II RFP)
Living Wage Affidavit (Attachment I in the CATS II RFP)

Section 5 - Evaluation Criteria - (Provide a list of evaluation criteria in descending order of importance)

Resume demonstrates education and experience as defined by labor category 17 and as described in Section 3 above.

Candidate's qualifications and experience performing the duties specified in Section 3 above.

Candidate's ability during the in-person interview to communicate his or her qualifications and ability to perform the duties described in Section 3 above.

Candidate's employment references that validate candidate's qualifications and experience.

Price proposal.

Basis for Award Recommendation

RFRs will be awarded in accordance with the competitive Sealed Proposals process under COMAR 21.05.03. The agency POC will recommend award to the Master Contractor whose proposal is determined to be the most advantageous to the State, considering price and the evaluation factors set forth in the RFR. The agency POC will initiate and deliver a RFR Agreement to the selected Master Contractor. **Master Contractors should be aware that if selected, State law regarding conflict of interest may prevent future participation in procurements related to the RFR Scope of Work, depending upon specific circumstances.**

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ATTACHMENT 1 – RFR RESUME FORM

RFR # **E00B3400053**

Instructions: Insert resume information in the fields below; do not submit other resume formats. Submit only one resume per Labor Category described in Section 1 of the RFR. If the RFR requests multiple Labor Categories, use a separate resume form for each proposed candidate.

| | |
|--------------------|---|
| Candidate Name: | Labor Category (from Section 1 of the RFR): |
| Master Contractor: | |

A. Education / Training

| Institution Name / City / State | Degree / Certification | Year Completed | Field Of Study |
|---------------------------------|------------------------|----------------|----------------|
| <add lines as needed> | | | |

B. Relevant Work Experience

Describe work experience relevant to the Duties / Responsibilities and Minimum Experience / Knowledge / Skill described in Section 3 of the RFR. Start with the most recent experience first; do not include non-relevant experience.

| | |
|---|-------------------------------|
| [Organization] | <i>Description of Work...</i> |
| [Title / Role] | |
| [Period of Employment / Work] | |
| [Location] | |
| [Contact Person (Optional if current employer)] | |
| [Organization] | <i>Description of Work...</i> |
| [Title / Role] | |
| [Period of Employment / Work] | |
| [Location] | |
| [Contact Person] | |

<add lines as needed>

C. Employment History

List employment history, starting with the most recent employment first

| Start and End Dates | Job Title or Position | Organization Name | Reason for Leaving |
|-----------------------|-----------------------|-------------------|--------------------|
| <add lines as needed> | | | |

D. References

List persons the State may contact as employment references

| Reference Name | Job Title or Position | Organization Name | Telephone / Email |
|-----------------------|-----------------------|-------------------|-------------------|
| <add lines as needed> | | | |

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ATTACHMENT 2

**RFR PRICE PROPOSAL
Advanced Technical Application Developer – Labor Category 17**

RFR # E00B3400053

(This form is to be filled out by Master Contractors)

| Proposed Labor Category | Hourly Labor Rate | Total Hours (up to 6 months) | Labor Category Price (Labor Rate x Hours) |
|--|--------------------------|-------------------------------------|--|
| Advanced Technical Application Developer | \$ | 1000* | \$ |
| Total RFR Price (Sum of Labor Category Prices): | | | \$ |

*Note: Hours are used for evaluation purposes only. Actual hours per resource for a labor category may be more or less.

Authorized Individual Name

Company Name

Title

Company Tax ID #

Proposed labor categories must be from those described in the CATS II Master Contract and must correspond to the resume/s provided. Support staff is limited to engagements of up to six months. The "Hourly Labor Rate" is the actual fully-loaded rate, all inclusive that the State will pay for services recorded in dollars and cents. Hourly rates must be equal to or less than the rates proposed by the Master Contractor for the CATS II Master Contract.

ATTACHMENT G – CONFLICT OF INTEREST AFFIDAVIT/DISCLOSURE
BPO # E00B3400053

- A. "Conflict of interest" means that because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the State, or the person's objectivity in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive advantage.
- B. "Person" has the meaning stated in COMAR 21.01.02.01B(64) and includes a bidder, Offeror, Contractor, consultant, or subcontractor or subconsultant at any tier, and also includes an employee or agent of any of them if the employee or agent has or will have the authority to control or supervise all or a portion of the work for which a bid or offer is made.
- C. THE BIDDER OR OFFEROR HEREBY WARRANTS THAT, except as disclosed in §D, below, there are no relevant facts or circumstances now giving rise or which could, in the future, give rise to a conflict of interest.
- D. The following facts or circumstances give rise or could in the future give rise to a conflict of interest (explain in detail—attach additional sheets if necessary):

- E. The bidder or Offeror agrees that if an actual or potential conflict of interest arises after the date of this affidavit, the bidder or Offeror shall immediately make a full disclosure in writing to the procurement officer of all relevant facts and circumstances. This disclosure shall include a description of actions which the bidder or Offeror has taken and proposes to take to avoid, mitigate, or neutralize the actual or potential conflict of interest. If the contract has been awarded and performance of the contract has begun, the Contractor shall continue performance until notified by the procurement officer of any contrary action to be taken.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Date: _____ By: _____
(Authorized Representative and Affiant)

ATTACHMENT I – LIVING WAGE AFFIDAVIT OF AGREEMENT – BPO# E00B3400053

Contract No. _____
Name of Contractor _____
Address _____
City _____ State _____ Zip Code _____

If the Contract is Exempt from the Living Wage Law

The Undersigned, being an authorized representative of the above named Contractor, hereby affirms that the Contract is exempt from Maryland’s Living Wage Law for the following reasons: (check all that apply)

- Bidder/Offeror is a nonprofit organization
- Bidder/Offeror is a public service company
- Bidder/Offeror employs 10 or fewer employees and the proposed contract value is less than \$500,000
- Bidder/Offeror employs more than 10 employees and the proposed contract value is less than \$100,000

If the Contract is a Living Wage Contract

A. The Undersigned, being an authorized representative of the above named Contractor, hereby affirms our commitment to comply with Title 18, State Finance and Procurement Article, Annotated Code of Maryland and, if required, to submit all payroll reports to the Commissioner of Labor and Industry with regard to the above stated contract. The Bidder/Offeror agrees to pay covered employees who are subject to living wage at least the living wage rate in effect at the time service is provided for hours spent on State contract activities, and to ensure that its Subcontractors who are not exempt also pay the required living wage rate to their covered employees who are subject to the living wage for hours spent on a State contract for services. The Contractor agrees to comply with, and ensure its Subcontractors comply with, the rate requirements during the initial term of the contract and all subsequent renewal periods, including any increases in the wage rate established by the Commissioner of Labor and Industry, automatically upon the effective date of the revised wage rate.

B. _____ (initial here if applicable) The Bidder/Offeror affirms it has no covered employees for the following reasons: (check all that apply)

- All employee(s) proposed to work on the State contract will spend less than one-half of the employee’s time during every work week on the State contract;
- All employee(s) proposed to work on the State contract will be 17 years of age or younger during the duration of the State contract; or
- All employee(s) proposed to work on the State contract will work less than 13 consecutive weeks on the State contract.

The Commissioner of Labor and Industry reserves the right to request payroll records and other data that the Commissioner deems sufficient to confirm these affirmations at any time.

Name of Authorized Representative: _____
Signature of Authorized Representative: _____
Date: _____ Title: _____
Witness Name (Typed or Printed): _____
Witness Signature & Date: _____